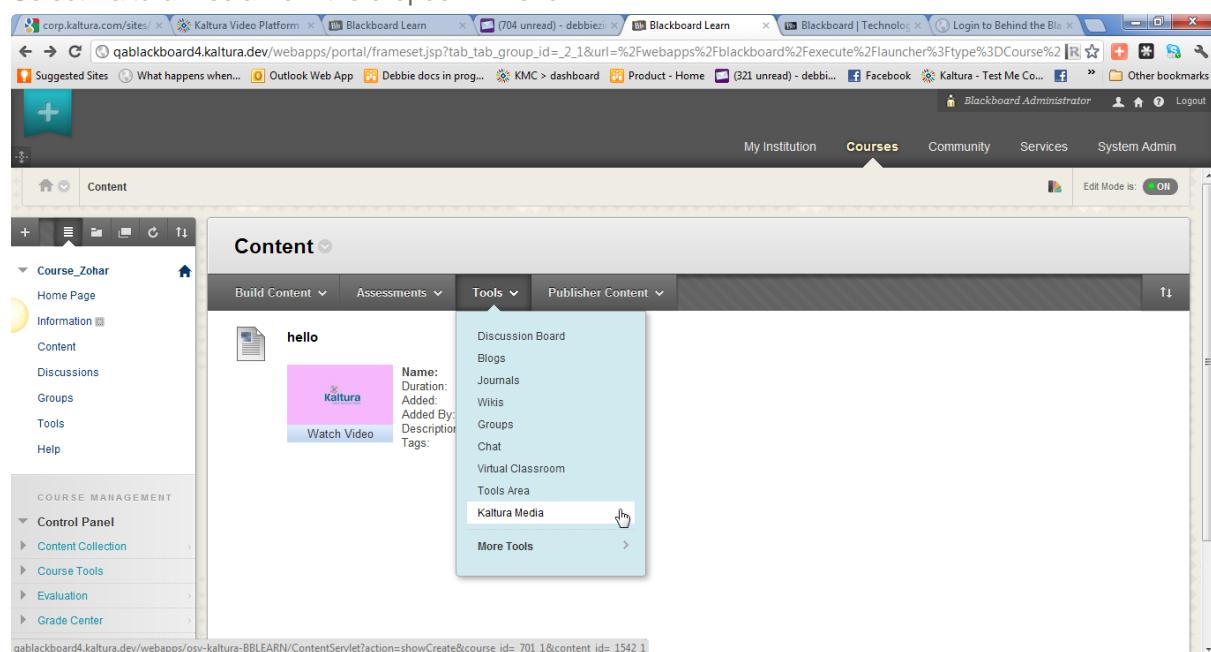


## SECTION 3

# Adding Media Content to a Course

### To add media content to a course

1. Go to Courses> Content> Tools.
2. Select Kaltura Media from the dropdown menu.



The Add Media Content window is displayed.

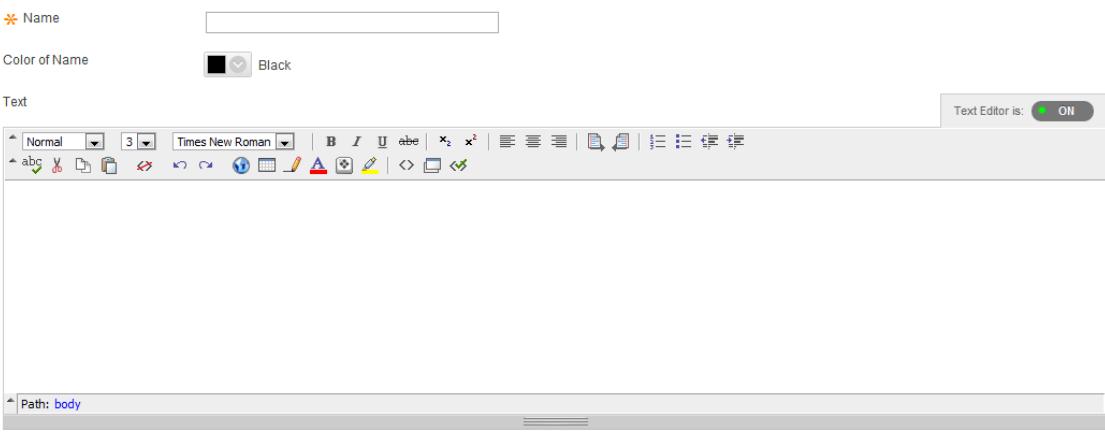
**1. Content Information**

\* Name

Color of Name  Black

Text Text Editor is: **ON**

Path: body



3. Enter a Name. You can add text to describe the content.

**2. Add Media**

Click 'Add Media' to upload a video, record from webcam or select content from 'My Media'.

**Add Media**

4. Click "Add Media".

The Kaltura Uploader is launched allowing you to upload a video, record from webcam or select from previously uploaded content ("My Content").

**Video**

**Upload**

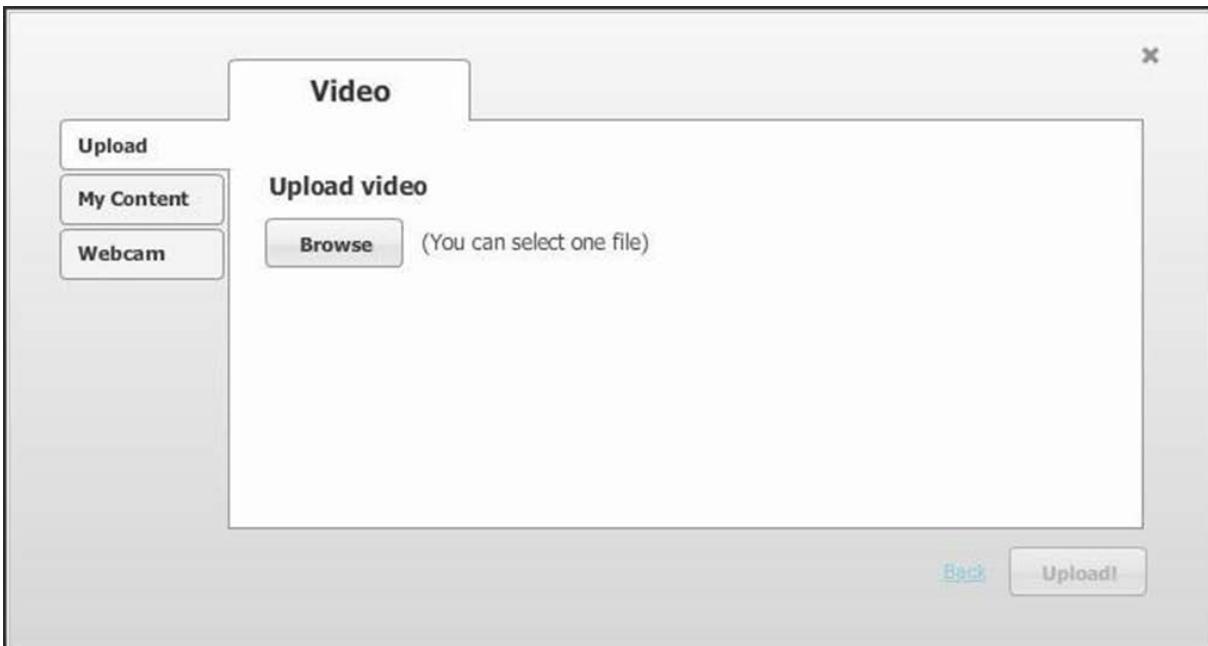
**My Content**

**Webcam**

**Upload video**

**Browse** (You can select one file)

**Back** **Upload!**



## Adding Media Content to a Course

5. Follow the wizard steps to add the media.
6. After adding the media, it will be represented in the WYSIWYG editor as a thumbnail taken from the video/media file.
7. You may choose to add the media to the [Course Gallery](#) and select other options from the Options section.

**3. Options**

Add to Course Gallery  Selecting yes allows media to be visible from the Course Gallery where students can view it alongside other videos and optionally obtain HTML code to embed it within other web materials.  
 Yes  No

Permit Users to View the Content  Yes  No  
Item

Track Number of Views  Yes  No

Select Date and Time Restrictions  Display After       
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Before       
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

8. Click Submit to add the media content to the content list and to the course gallery if selected.

## SECTION 4

# Repurposing Media in other Tools and Content Areas via the Mashup Tool

Users can add media to various resources using Blackboard's Mashup Tool that is available via the text editor. Users can use the Mashup Tool in different resources according to their role in the course.

For example, instructors can repurpose media via the Mashup Tool in:

- Announcements
- Assignments
- Content Item
- Discussion Board
- Glossary
- Messages
- Tasks

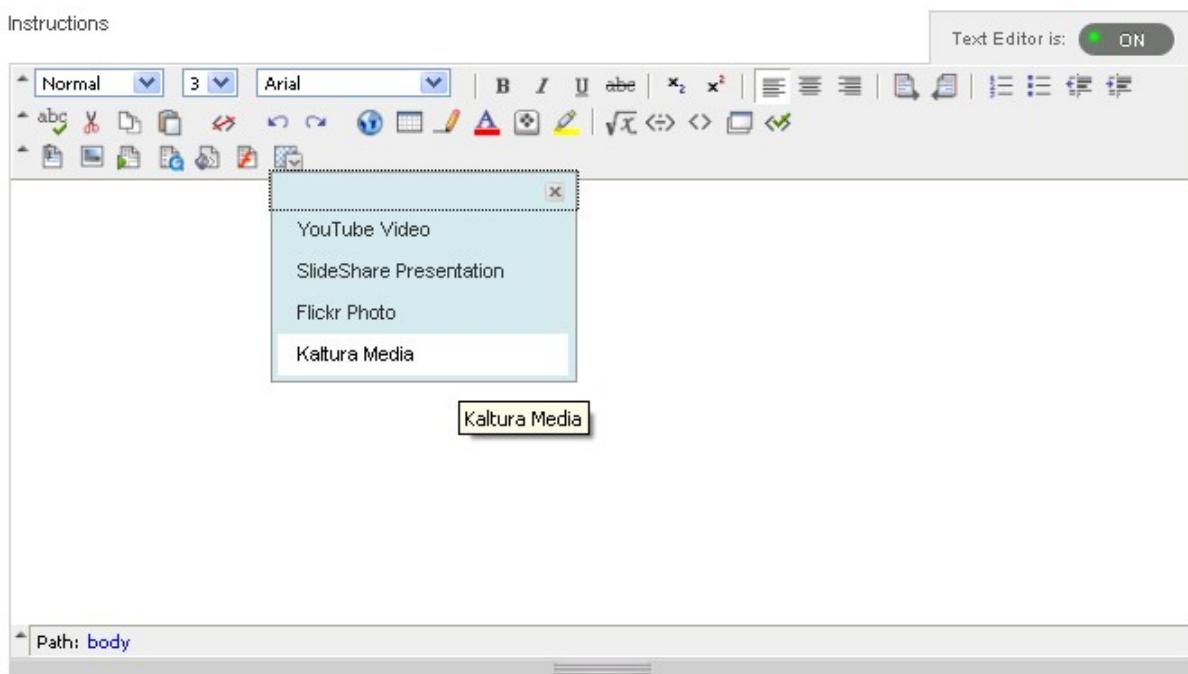
Students, for example can repurpose media via the Mashup Tool in:

- Discussion board
- Messages
- Tasks
- Assignments submission

### To repurpose media via the Mashup Tool

1. Select the Add Mashup icon in the WYSIWYG editor.  
The options available depend on the institution's configuration.

## Repurposing Media in other Tools and Content Areas via the Mashup Tool



2. Select Kaltura Media from the dropdown menu.

The Search for a Kaltura Media window is displayed where you can browse, search, preview and select media.



**NOTE:** Available media includes all the media 'owned' by you, as it appears in My Media. Faculty members also have media from the Faculty Repository (if enabled) available.

## Repurposing Media in other Tools and Content Areas via the Mashup Tool

**Search for a Kaltura Media**  
The search returns results from My Media or the Faculty Repository

Filter: My Media    Search: All metadata    Go    Refresh    Clear Filter    Save Search

Sort: Newest First    << < 1-6 of 6 > >>    List View

 00:00:04 Preview    Select	Logo Pink 18 Jun 2012 08:34 AM Added by: Teacher Teacher Description: Kaltura logo in a pink background
 00:00:04 Preview    Select	Logo White 18 Jun 2012 08:34 AM Added by: Teacher Teacher Description: Kaltura logo in a white background
 00:00:04 Preview    Select	Logo Lime 18 Jun 2012 08:34 AM Added by: Teacher Teacher Description: Kaltura logo in a lime background
 00:00:04 Preview    Select	Logo Cyan 18 Jun 2012 08:34 AM Added by: Teacher Teacher Description: Kaltura logo in a cyan background

3. Browse or search for the media you want to repurpose.
4. Click Preview to preview the media item.
5. Click Select to select the media to repurpose.

The Create Mashup Item window is displayed.

**Create Mashup item**

**1. Add Kaltura Media content to Course**

 Name: Logo Cyan  
Added: 18 Jun 2012 08:34 AM  
Added By: Teacher Teacher  
Description: Kaltura logo in a cyan background  
Tags: logo, kaltura

[Preview](#)

**2. Mashup Options**

Show media information  Yes  No  
Show media information displays duration of the media, name of creator and the date it was added.

Show media description and tags  Yes  No  
Show media information displays the description and the tags of the media.

**Submit**

*Click Submit to proceed. Click Cancel to quit.*

[Back](#) [Cancel](#) **Submit**

**6. Select the MashUp Options for displaying the media.**

- Show media information
- Show media description and tags

**7. Click Submit to proceed.**

The media will be represented in the text editor as a thumbnail. Text can be added before and after the media.

## SECTION 5

# Course Gallery

The course gallery is a **searchable** and **sortable** display of all media content assigned to a course, and allows users to **add new media (upload or record from webcam)**.

Faculty and admins also have the option to:

- **Make this item public in gallery:** Display or hide the media to all course members (by default, media is hidden to course members and only faculty and content creators see the media in the gallery)

If the video is public:

- **Add to Gallery Module** – these selected videos appear in the course gallery module that can be added to the course home page.
- **Display embed code** - Allows users to copy embed codes of videos and paste them elsewhere

Other actions available to faculty/admin and content creators are:

- Remove from gallery
- Delete media (if viewer is the content owner)
- Edit metadata (Title, Tags, Description)
- Create clip (if enabled and if the viewer is the content owner, or the configuration and the owner allowed it).

Students can:

- View public media
- Create clip (if enabled and if the viewer is the content owner, or the configuration and the owner allowed it).

### **To view a Course Gallery**

1. Select the Courses tab and select a course.
2. Select Course Tools and then select Course Gallery.

## Course Gallery

 **Course Gallery**

The Course Gallery allows course members to browse, add, search and share videos. Students' videos will be displayed to all pending teacher approval. To assign previously uploaded media to the gallery, go to [My Media](#).

**Add Media**

Search Media  Title   Refresh

Sort:  < < 1-4 of 4 > > [List View](#)

Thumbnail	Title	Date	Added by	Status
	Kaltura Logo Cyan	12 Dec 2011 08:15 AM	Added by: teacher55 teacher55	
	Kaltura Logo Lime	12 Dec 2011 08:15 AM	Added by: teacher55 teacher55	Hidden
	Kaltura Logo Pink	12 Dec 2011 08:15 AM	Added by: teacher55 teacher55	
	Kaltura Logo Black	12 Dec 2011 08:15 AM	Added by: teacher55 teacher55	Hidden



**Kaltura Logo Cyan** [\[Edit\]](#)

00:00:04 12 Dec 2011 08:15 AM

Added by: teacher55 teacher55

Description: Kaltura logo in a cyan background [\[Edit\]](#)

Tags: kaltura, logo, cyan [\[Edit\]](#)

View Access:  Make this Item Public in Gallery

Feature:  Add to Gallery Module on course homepage

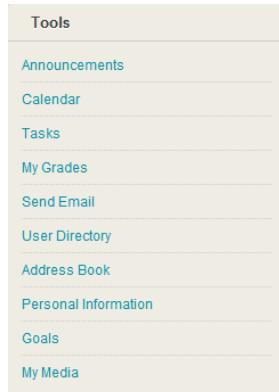
Allow Embed:  Display Embed Code

[Remove from Course Gallery](#) [Delete Media](#) [Create Clip](#)

## SECTION 6

# My Media

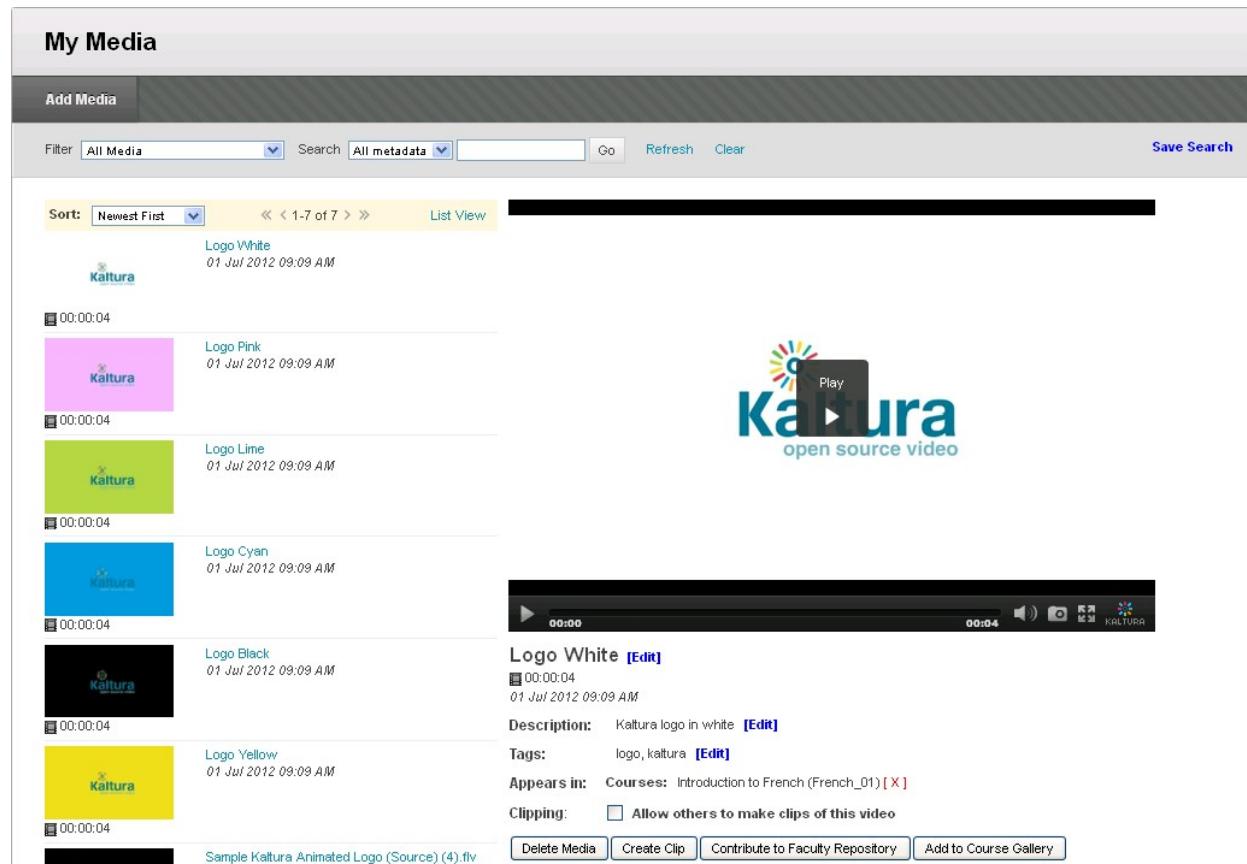
"My Media" is accessed from the My Institution tab.



Tools

- Announcements
- Calendar
- Tasks
- My Grades
- Send Email
- User Directory
- Address Book
- Personal Information
- Goals
- My Media

My Media allows users to view their media, add and edit media, and assign media to a specific course. Faculty may also contribute media to the Faculty Repository.



### My Media

Add Media

Filter: All Media | Search: All metadata | Go | Refresh | Clear | Save Search

Sort: Newest First | << 1-7 of 7 >> | List View

Thumbnail	Name	Created
	Logo White	01 Jul 2012 09:09 AM
	Logo Pink	01 Jul 2012 09:09 AM
	Logo Lime	01 Jul 2012 09:09 AM
	Logo Cyan	01 Jul 2012 09:09 AM
	Logo Black	01 Jul 2012 09:09 AM
	Logo Yellow	01 Jul 2012 09:09 AM

**Logo White [Edit]**  
00:00:04  
01 Jul 2012 09:09 AM

**Description:** Kaltura logo in white [Edit]  
**Tags:** logo, kaltura [Edit]  
**Appears in:** Courses: Introduction to French (French\_01) [ X ]  
**Clipping:**  Allow others to make clips of this video

Sample Kaltura Animated Logo (Source) (4).flv

Delete Media | Create Clip | Contribute to Faculty Repository | Add to Course Gallery

## My Media

The available actions are:

- Capture frame from video for new thumbnail display – use the camera icon in the player.
- Edit metadata- select Edit near the field you want to edit.
- Clipping - allow other users to make clips of this video . If allowed, other users that belong to courses that the video is assigned to can create clips from the video.
- Delete Media
- Create clip (if enabled)
- Add to Gallery - assign to course gallery. A list of courses associated with users is displayed, allowing them to add the media to the course gallery (multiple choices) and remove from the gallery. The availability of this action depends on the Building Block configuration.
- Contribute media to the Faculty Repository (only available for faculty members).

## SECTION 7

# Faculty Repository

The Faculty Repository is a central gallery where faculty can browse, search, watch and use media shared by other faculty members. Kaltura Administrators can populate the Faculty Repository with curriculum and library content.

## Contributing to the Faculty Repository

Faculty members can contribute media to the Faculty Repository for other faculty members to use. Finding the relevant media depends on how descriptive the metadata of the media is. There are additional metadata fields specific to the Faculty Repository to provide more information.



**NOTE:** Metadata fields are configurable and may be different than what is displayed in the examples included here.

### To contribute media to the Faculty Repository

1. In My Media select the media you want to contribute.
2. Click Contribute to Faculty Repository.

A window to add additional metadata is displayed.

**Logo Black > Add to Faculty Repository**

*Step 1: Select field of study*

Formal sciences  
 Computer sciences  
 Logic  
 Mathematics  
 Statistics  
 Systems science  
 Humanities  
 Natural sciences  
 Chemistry  
 Earth sciences  
 Life sciences  
 Physics  
 Space science  
 Professions and Applied sciences  
 Social sciences

3. Choose the field of study (or more than one) that the media is relevant to. You may browse the

taxonomy or search for suggestions in the search box.

4. Click "Next".

A screen to add additional data is displayed.

### Logo Black > Add to Faculty Repository

Step 2: Fill out additional metadata

The more information you provide, the easier it'll be for other faculty members to find the most relevant media item.

Suitable For	<input type="text" value="Undergraduates"/>
Presenter/Lecturer	<input type="text"/>
Media Language	<input type="text" value="English"/>
Year of Publication	<input type="text"/>
Contributer Comment	<input type="text"/>

\*I accept the [Terms of Use](#)

[Back](#) [Contribute](#) [Cancel](#)

5. Fill in the additional metadata fields.
6. Click Accept the Terms of Use.
7. Click Contribute.

## Using the Faculty Repository

The Faculty Repository is a module accessed from the My Institution page.

### Faculty Repository

Faculty Repository

#### To add the Faculty Repository module to My Institution page

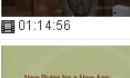
1. Click Add Module.
2. Find the Faculty Repository in the list of modules.
3. Click Add.

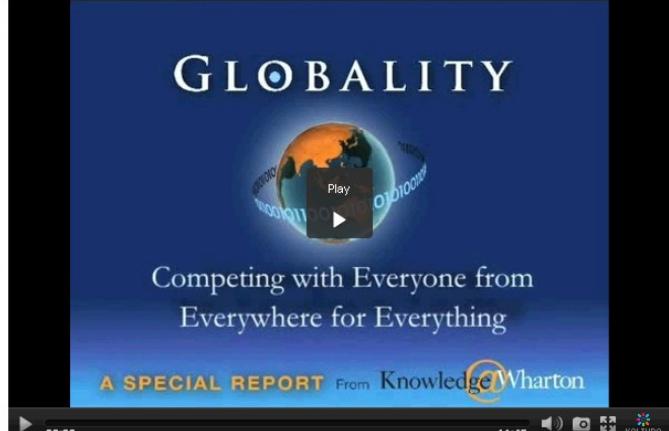
## Faculty Repository

Filter
All Media
Search
All metadata
Go
Refresh
Clear
Filter by Field of Study

Sort: **Newest First** ▼

« < 1-11 of 11 > » List View

 00:00:30	<b>Wildlife.wmv</b> 21 Jun 2012 02:48 AM Added by: Maria Gorodetski
 00:00:02	<b>Half White Board</b> 19 Jun 2012 08:31 AM Added by: Unknown
 00:11:45	<b>Globality</b> 19 Jun 2012 01:08 AM Added by: Guest Instructor
 01:14:56	<b>Tech and Invention in Finance</b> 19 Jun 2012 01:08 AM Added by: Guest Instructor
 00:14:24	<b>Challenges for the FCC</b> 19 Jun 2012 01:08 AM Added by: Guest Instructor
 00:14:24	<b>The Art Institute in Chicago - Modern Wing</b> 19 Jun 2012 01:08 AM Added by: Guest Instructor



**Globality**  
 00:11:45  
 19 Jun 2012 01:08 AM  
**Added by:** Guest Instructor  
**Description:** Reviews how globality impacts competition  
**Tags:** economics, globality, competition  
[Add to a Course Gallery](#)  
**Fields of study:** Social sciences>Economics

In the Faculty Repository you can search and browse media, view media and add the media to your course Gallery. Media from the Faculty Repository may also be added to other tools and content via the Mashup Tool. See Repurposing Media in other Tools and Content Areas via the Mashup Tool.

### **To add media from the Faculty Repository to your course**

1. Find the media item you want by searching and browsing.
2. Click the thumbnail or the name of the media to have it appear in the player area.
3. Click Add to a Course Gallery.
4. Choose the relevant course and click OK.

## **Defining Faculty Repository Metadata**

Faculty Repository metadata is used to facilitate searching and finding relevant media for the user. The faculty repository metadata is comprised of two types of metadata in Kaltura:

- Field of study – represented as a categories branch in Kaltura
- Additional textual fields – defined as a Custom Data Schema in Kaltura

Both types of metadata can be edited and redefined in the Kaltura Management Console (KMC). Kaltura administrators are encouraged to configure the metadata that suits the needs of their institution when enabling the Faculty Repository.

To define the Field of Study taxonomy, we recommend that you create categories in a tree structure as a child of the Faculty Repository Root category as defined in Faculty Repository Settings. For instructions on how to define categories see the [Kaltura Management Console User Manual](#).

To define the additional text fields, create a schema and insert the name of it in the Faculty Repository Settings. For instructions on how to define custom data schema refer to [Kaltura Management Console User Manual](#). Each field type in the schema is represented in the Faculty Repository in the following way:

- Text field - represented as a text field
- Text Select List field with possible single value - represented as a dropdown
- Text Select List field with unlimited maximum number of values - represented as a multi-select box

Other types of fields are not supported in the Faculty Repository module and will not be represented.

## SECTION 8

# Searching Through Galleries

My Media, Course Gallery and Faculty Repository have a similar search UI that is comprised of a combination of filtering, searching and sorting. In addition, frequent search queries can be saved for future use.



Searching combines all types of search criteria. For example, if you are searching for the tag “test” in My Media on media that appears in course ‘Biology 101’, the search will return only results that are yours, have the tag “test” and appear in course Biology 101.



**NOTE:** There are some differences in the available filters between the different galleries, and the ability to filter by Field of Study is only available in the Faculty Repository.

## Saving Searches

Frequently used search queries can be saved and re-used. Searches are saved per user and per gallery.

### **To save a search**

1. In My Media, Course Gallery Faculty Repository, perform a search.
2. After you are satisfied with a search query, click Save Search.
3. Choose a name for the frequently used search and click Save.

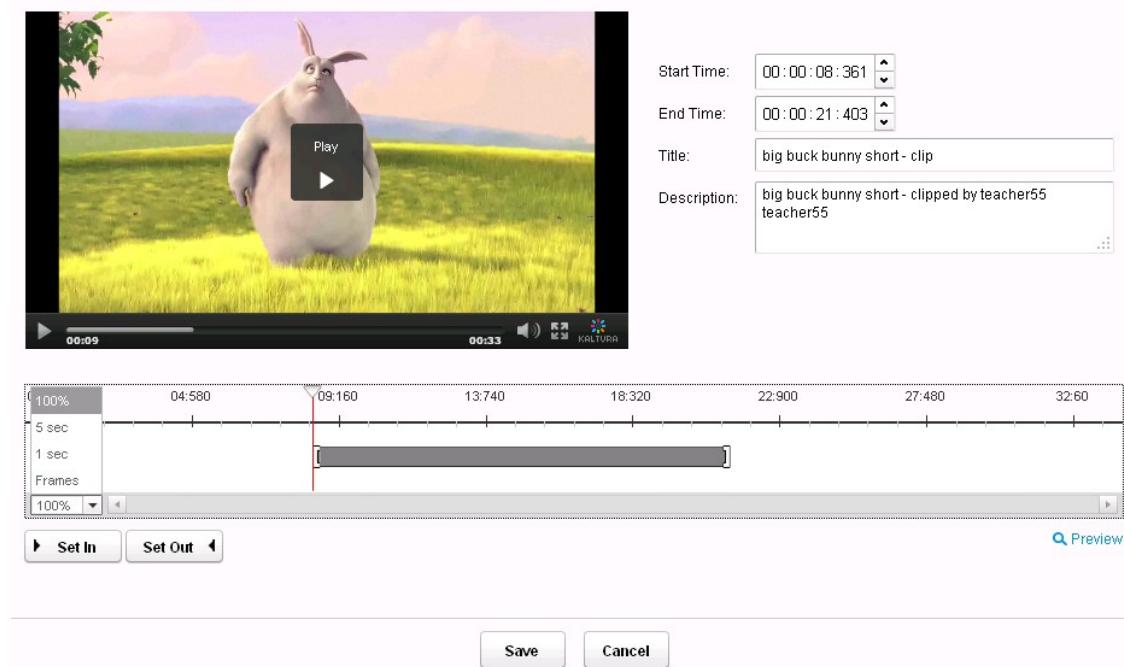
### **To use a saved search**

1. Select Saved Search from the Filter dropdown.
2. Select the saved search you want from the dropdown menu.
3. Click Go.

## SECTION 9

# Clipping Workflow

If you have the ability to create a clip from a video (depends on the following factors: Building Block configuration, video ownership, enrolment to courses and the video owner allowing it), the “Create Clip” button is available to open the Clipping Tool.



The new clip created is owned by the person who created it and is treated thereafter as any other standalone video. The clip appears in the owner's My Media, and can be assigned to courses, used via the Mashup tool or contributed to the Faculty Repository (if you are a faculty member).

### To create a clip from your media using the Clipping Tool

1. Go to My Institution> My Media.
2. Select a media item.
3. Click Create Clip.
4. To enable others to create clips from your media , check Allow others to make clips of this video in the Clipping field.

### To create a clip from other users content using the Clipping Tool

1. Go to Courses > Course Gallery.
2. Select a media item.
3. Click Create Clip.